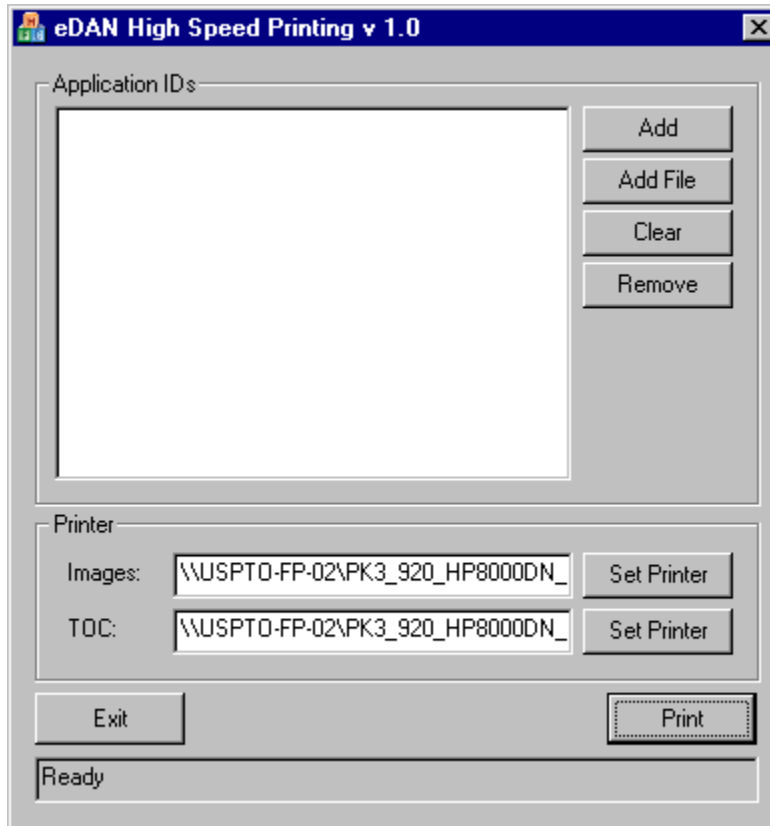


## Instructions For e-Dan High Speed Printing

1. From the desktop double click on “e-Dan High Speed Printing”.
2. The following window will open e-Dan High Speed Printing v1.0.



3. Click on the Add button (not Add File), Wand bar code, Click OK. Repeat to add more applications (no more than 4 applications should be printed at one time).
4. Click on the Print button.
5. Number of Pages printed can be found by checking print queue.
  - a. Click on the Printer Icon located on the lower right hand corner of the monitor. Click "Open Active Printers." This will show how much paper is being printed for the application number.
  - b. Record the total amount of paper printed including the table of contents. Add the total to the coversheet on the line marked "Pages" in the lower left hand corner.
6. Wait until dialogue box opens stating "Printing Complete." Click on the OK button (applications have been sent to the printer).
7. Click on Clear to clear all applications from screen before adding any more (Remove can be used to subtract one at a time).
8. Before bundling papers, verify the last paper printed with the last entry on the table of contents.